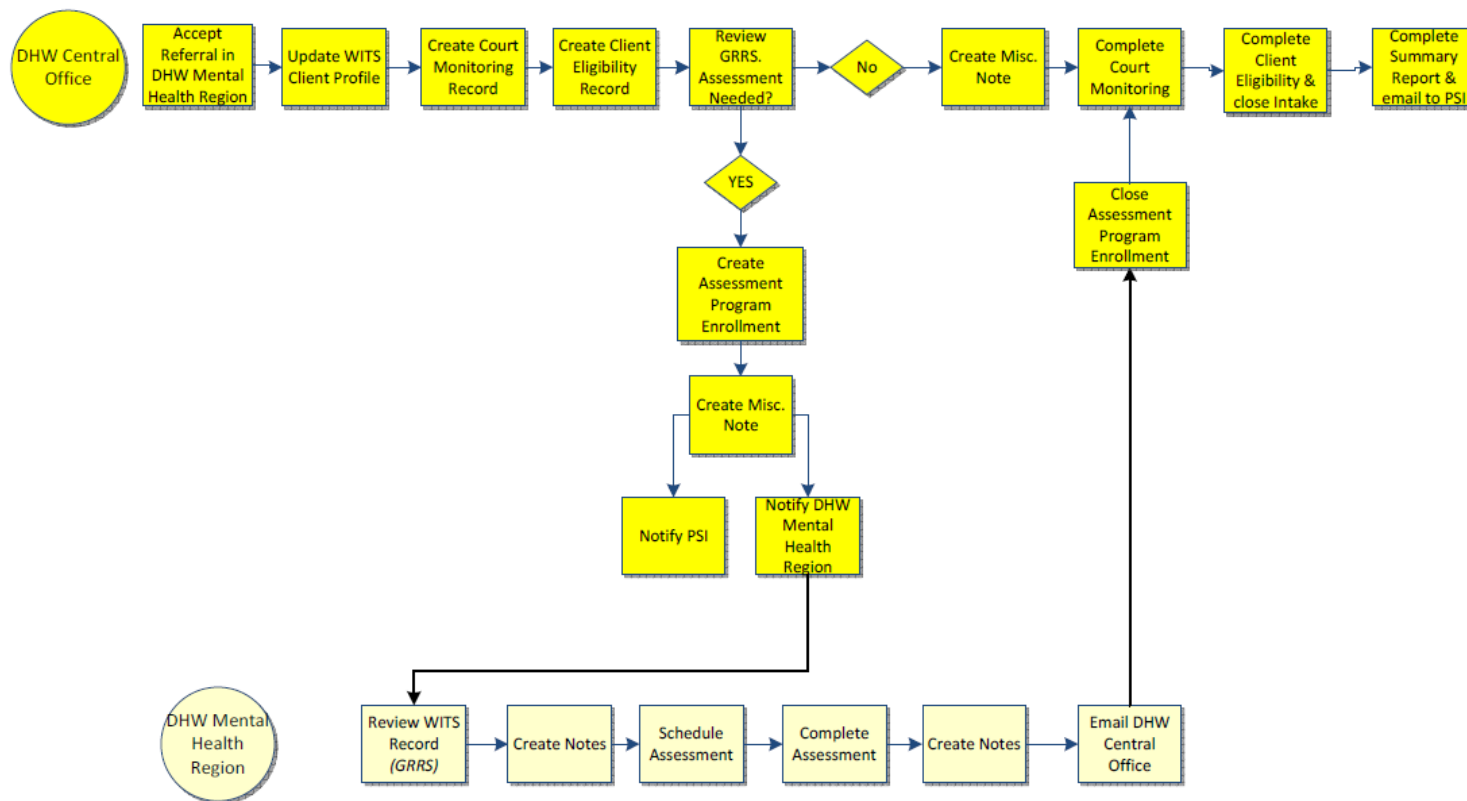


## Central Office - 19-2524 Process for clients who do not need a Idaho Mental Health Assessment (IDMHA)

### Client Flow

#### 19-2524 Assessment Only Process



- A. Accept the Referral in a DHW Mental Health Region.**
- B. Update the WITS Client Profile with any changes.**
- C. Create the Court Monitoring Record.**
- D. Create the Client Eligibility Record.**
- E. Review GRRS and identify if an Assessment is needed.**
  - a. Proceed with these instructions for a client who does not need an IDMHA.
- F. Create a 19-2524 Miscellaneous Note using the directions below [\(click here for printable instructions\)](#).**

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### **Creating a Central Office 19-2524 Misc. Note**

Begin on the client activity list.

Home Page

Agency Contacts

▶ Agency

▶ Dispensary

▶ Group List

Clinical Dashboard

▼ Client List

▶ Client Profile

Gain Short Screener

▶ Benefit Application

Linked Consents

Client Contacts

Non-Episode Contact

▼ Activity List

Intake

Client Eligibility

Fee Determination

Court Monitoring

Wait List

▶ Assessments

Diagnosis List

▶ Admission

Program Enroll

▶ ECourt


▶ Encounters

▶ Notes

▶ Treatment

Client Activity List

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	7/15/2016	5/13/2013	Completed
	Intake Transaction	7/15/2016	7/28/2016	Completed
	Client Program Enrollment (19-2524 Assessment Only)	7/20/2016	7/28/2016	Completed
	Mental Health Assessment	7/27/2016	7/28/2016	Completed
	Client Program Enrollment (19-2524 Concurrent Program)	7/28/2016	7/28/2016	Completed
	Miscellaneous Note Summary	7/28/2016	7/28/2016	Not Applicable
	Court Monitoring Form	7/28/2016	7/28/2016	Completed
	Diagnosis Summary	7/28/2016	7/28/2016	Not Applicable

1. Click  **Notes** on the blue navigation pane.

Notes Search

Start Date

8/2/2015

End Date

8/1/2016

Allow Disclosure of Note

Clear

Go

Notes List

Print Notes

Add New Encounter Note

Add New Misc. Note

Actions	Note Type	Date	Duration	Staff	Service/Summary

- Click **Add New Misc. Note** on the right side of the notes list blue bar.



Central Office staff will not select a program enrollment when creating a miscellaneous note for a 19-2524 client.

**Miscellaneous Notes**

Author Name: Van Skike, Anna  
Author Title:  
Created Date:

Note Type: 19-2524 Note

Program

Frequency

Service Date

Start Time

End Time

Duration

Alert: No [Mark Alert](#)

Was Report Sent to State

Summary

Signed Notes

Release these notes? No

Cancel Save Finish

Unsigned Notes

Add Note Sign Note

3. Select the note type of 19-2524 Note.
4. Complete all other required fields.

**Miscellaneous Notes**

**Author Name:** Van Skike, Anna  
**Author Title:**  
**Created Date:**

Note Type: 19-2524 Note Service Date: 8/1/2016 Duration: 15 Min  
Program: Start Time: 9:00 AM Alert: No Mark Alert  
Frequency: End Time: 9:15 AM Was Report Sent to State:  
Summary: Summany Here  
Signed Notes:

Release these notes? No Cancel Save Finish

Unsigned Notes: Add Notes

Add Note Sign Note

5. Enter notes in the Unsigned Note section and click

Sign Note

Miscellaneous Notes

Author Name: Van Skike, Anna  
Author Title:  
Created Date:

Note Type
19-2524 Note

Program

Frequency

Summary
Summany Here

Signed Notes

Signed by Van Skike, Anna, 8/1/2016 4:43:09 PM:  
Add Notes

Unsigned Notes

Service Date
8/1/2016

Start Time
9:00 AM

End Time
9:15 AM

Duration
15
Min

Alert
No
Mark Alert

Was Report Sent to State

Release these notes?
No

Cancel
Save
Finish

Add Note
Sign Note

6. When the note is signed it will move up to the signed note section and will include a date and time stamp. Click

Save

and

Finish

**G. Complete the Court Monitoring Record.**

**H. Complete the Client Eligibility Record.**

**I. Close the Intake only if the client is NOT in treatment in the Region.**

**J. Complete Summary Report and email to PSI.**